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Office Memorandum • UNITED STATES GOVERNMENT

ADMINISTRATIVE SERVICE
DATE: 12 June 1952

TO : Chief, Records Management and
Distribution Branch

FROM : Chief, Mail Control

SUBJECT: Weekly Report, Mail Control Section

1. The RI Branch on Friday, 6 June 1952, returned the list of names of the undelivered mail, to the Mail Control Section. The mail was checked against this list with two hundred and three (203) pieces being forwarded within the Agency. Even though the mail was addressed according to the address shown on the list, several pieces have been returned to the Mail Section.

2. Because of the shortage of personnel, the Courier Unit found it necessary to cancel trips on the dates shown below.

    a. Friday, 6 June 1952 - 2 morning Pentagon Runs.

        (1) OIC Urgents, two (2) men on NIS, [   ]   25X1

25X1   [   ]

    b. Monday, 9 June 1952 - 2 morning Pentagon Runs and part of morning State Run.

[   ]   25X1

    c. Tuesday, 10 June 1952, one (1) complete brief case shuttle missed in a. m. and one (1) in p. m.

        (1) Dispatcher stated that volume of mail was too
25X1   heavy with [   ] sorting to dispatch trip at scheduled times.

        (2) P. M. Shuttle - in - out times.

		Trip Time (Minutes)	Sorting Time (Minutes)
*Out - (L)	1:00 P. M.		
In	1:30 P. M.	30	
Out - (Hill)	1:44 P. M.		14
In	2:20 P. M.	36	
Out - (L)	2:33 P. M.		13
In	2:58 P. M.	25	
Out - (Hill)	3:12 P. M.		14
In	3:36 P. M.	24	
Out - (L)	3:48 P. M.		12
In	4:08	20	
Out - (Hill)	4:15 P. M.		7

Above time check of couriers on run (P. M.) shows that they were slower on trips than previous couriers making the scheduled eight (8) trips per day. The couriers,

25X1 ⬚ stated that they could not perform trip in allotted time.

25X1   3. ⬚ messenger assigned to Quarters I, was given three (3) hours LWOP on Wednesday, 11 June 1952. He was on unauthorized leave from 8:30 A. M. to 11:30 A. M.

*Two men sorting.

⬚   25X1